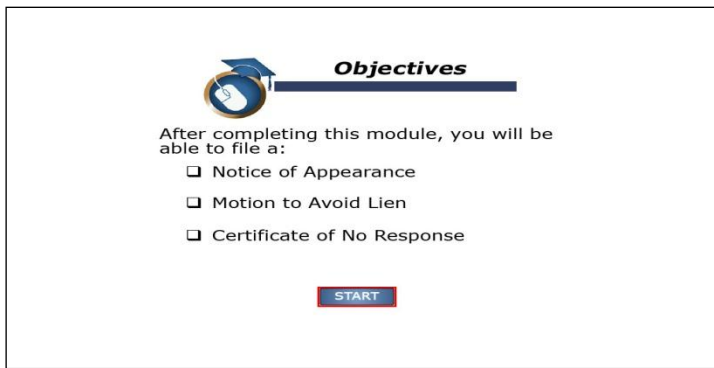


Slide 1

Notes: Welcome to the Module on Filing Common Pleadings. This module guides you through more commonly filed pleadings and has been broken out into two parts.



Slide 2

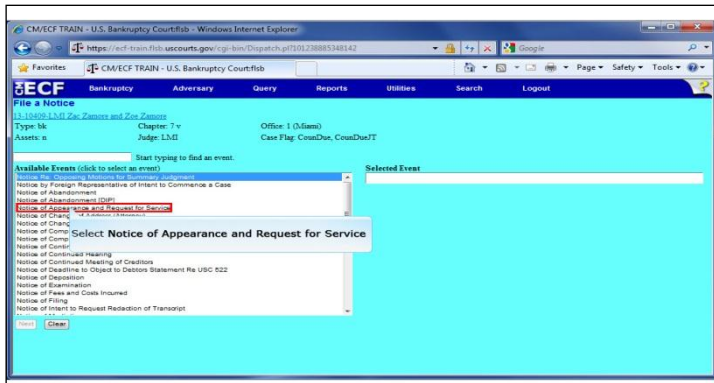
Notes: After completing the first part of this module, you will be able to file a Notice of Appearance, a Motion to Avoid Lien, and a Certificate of No Response. When you are ready to begin, click START.



Slide 3

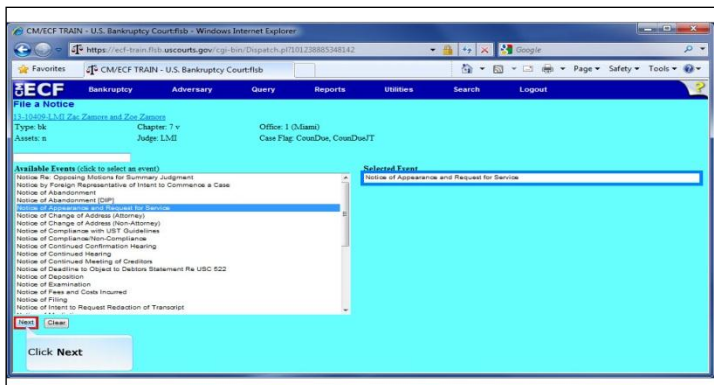
Notes: Our first lesson focuses on filing a Notice of Appearance and Request for Notice. This is a request to receive all documents filed in the case. An appearance filed in the main case is not an appearance in associated adversary cases and vice versa. To receive service in a main case and a related adversary proceeding, a notice of appearance must be filed in both.

[illegible][illegible][illegible]



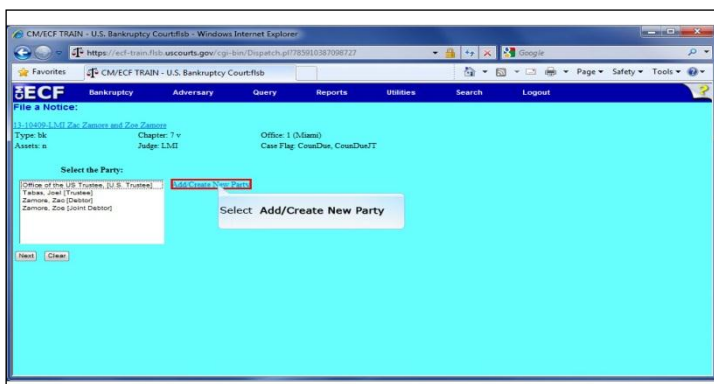
Slide 7

Notes: The Available Events screen will appear. Select Notice of Appearance and Request for Service from the list.



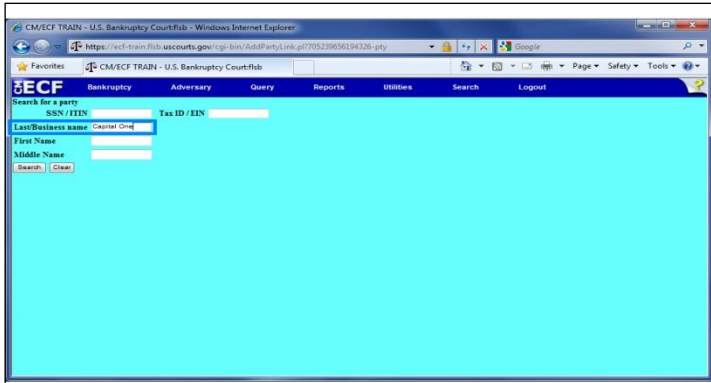
Slide 8

Notes: Confirm your selection appears in the Selected Events and click Next to continue.



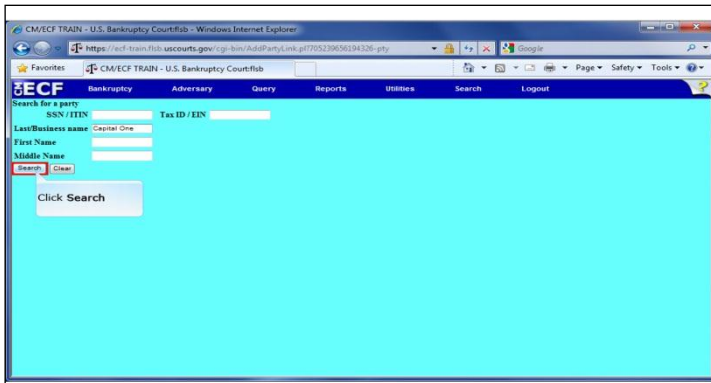
Slide 9

Notes: The Select the Party screen will appear. For this tutorial, we are filing on behalf of Capital One. The party is not included in the list of case participants, so select Add/Create New Party.



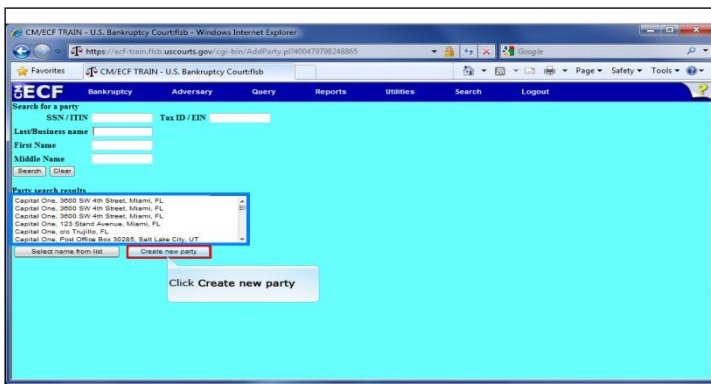
Slide 10

Notes: The Search for a Party screen will appear. Parties must first be searched in the court's database. Click in the Last/Business name text box and type Capital One.



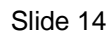
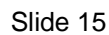
Slide 11

Notes: Click Search.



Slide 12

Notes: Any matching results will display in the Party search results text box. Although the database search yielded potential matches, none of the party records exactly match our party filer. Click on the Create new party button to add the creditor.

[illegible][illegible][illegible]

CM/ECF TRAIN - U.S. Bankruptcy Courtflb - Windows Internet Explorer

https://ecf-train.flb.uscourts.gov/cgi-bin/AddParty.pl?410002244034830-1_1_0-1

CM/ECF TRAIN - U.S. Bankruptcy Courtflb

Bankruptcy Adversary Query Reports Utilities Search Logout

Party Information

Last name: Capital One First name: Title: Generation: Title: Tax ID/EIN: 12-1214567

SSN/ITIN: 999-99-9999

Office: Address 1: 100 Dallas Pkwy Address 2: 5150 1 Avenue # 201 Address 3: City: Miami State: FL Zip: 33130

County: Country: Fax: Phone: E-mail: Role: Executive (or co) Party test: Submit Cancel Clear Corporate parent / affiliate

Click Submit

Slide 16

Notes: Verify the information for accuracy and click Submit.

CM/ECF TRAIN - U.S. Bankruptcy Courtflb - Windows Internet Explorer

https://ecf-train.flb.uscourts.gov/cgi-bin/Dispatch.pl?785010387008727

CM/ECF TRAIN - U.S. Bankruptcy Courtflb

Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

Type: 10 Chapter: 7 Office: 1 (Miami) Case Flag: CourtDoc, CourtDocJT

Assets: s

Select the Party:

Office of the US Trustee, (U.S. Trustee) Add Create New Party

Texas, Inc (Trustee)

Zamora, Zed (Debtor)

Zamora, Zed (Joint Debtor)

Next Clear

Click Next

Slide 17

Notes: The Select the Party screen will appear again with the added party highlighted. Click Next to continue.

CM/ECF TRAIN - U.S. Bankruptcy Courtflb - Windows Internet Explorer

https://ecf-train.flb.uscourts.gov/cgi-bin/Dispatch.pl?7853772083791377

CM/ECF TRAIN - U.S. Bankruptcy Courtflb

Bankruptcy Adversary Query Reports Utilities Search Logout

File a Notice:

Type: 10 Chapter: 7 Office: 1 (Miami) Case Flag: CourtDoc, CourtDocJT

Assets: s

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

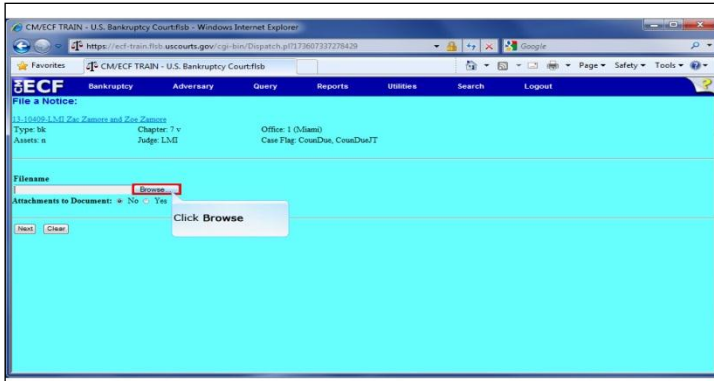
Capital One, (or co) represented by Pesa, Dallas Engaly

Next Clear

Click Next

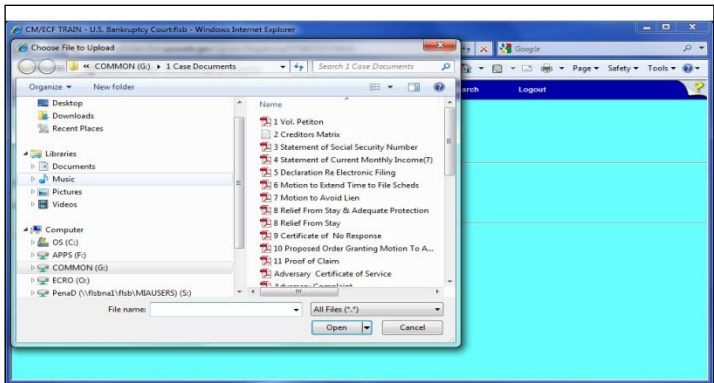
Slide 18

Notes: The Attorney/Party Association screen will appear. Read the Important Message provided and proceed accordingly. If this box is deselected the ECF system will NOT send notices for this case. Confirm the association has been made and click Next to upload the Notice.



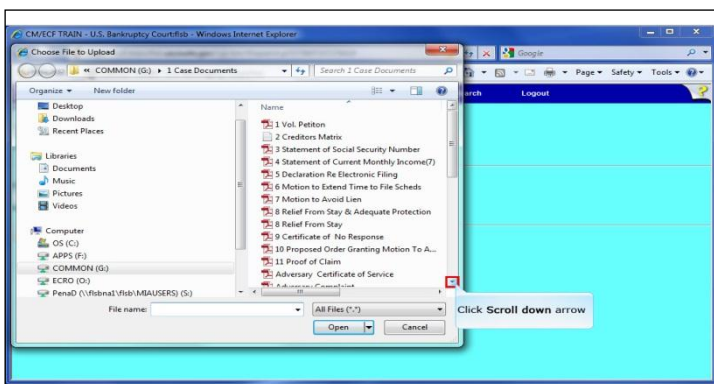
Slide 19

Notes: The PDF Selection screen will appear. Click the Browse button to locate the PDF file.



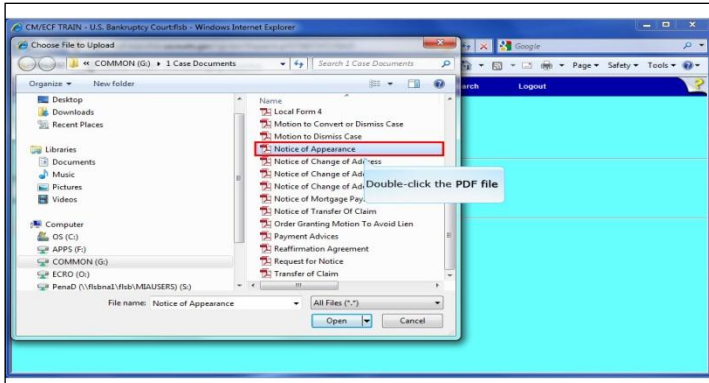
Slide 20

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



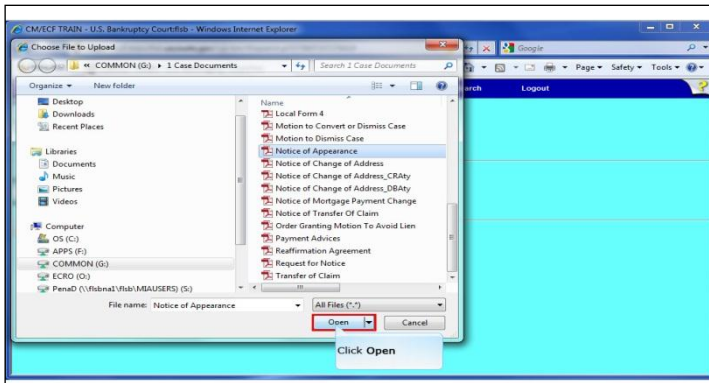
Slide 21

Notes: Click on the Scroll Down arrow to find the file.



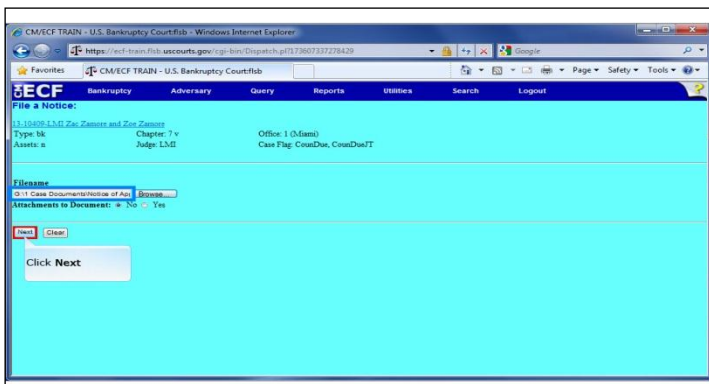
Slide 22

Notes: Before uploading, verify the correct PDF file is selected and that it is complete and legible. For this tutorial, we will not simulate reviewing the PDF file. Double-click the PDF file.



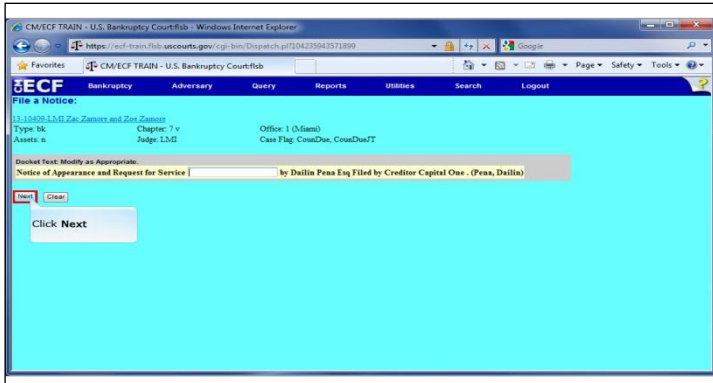
Slide 23

Notes: Click Open to associate the file with the case.



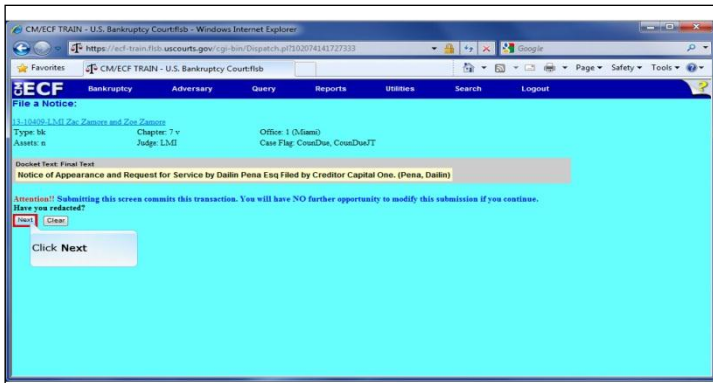
Slide 24

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



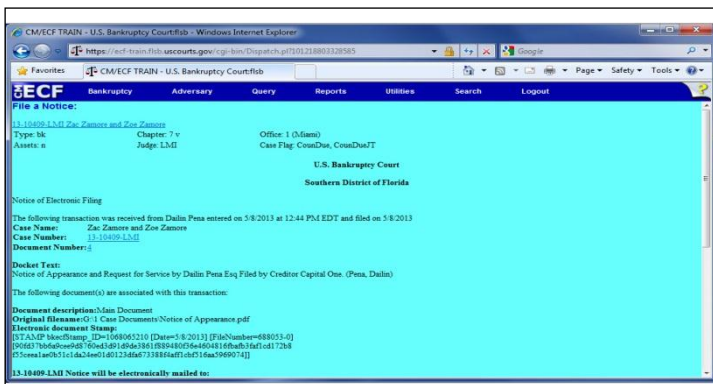
Slide 25

Notes: The Modify Docket Text screen will appear. Verify the information is correct and click Next to continue.



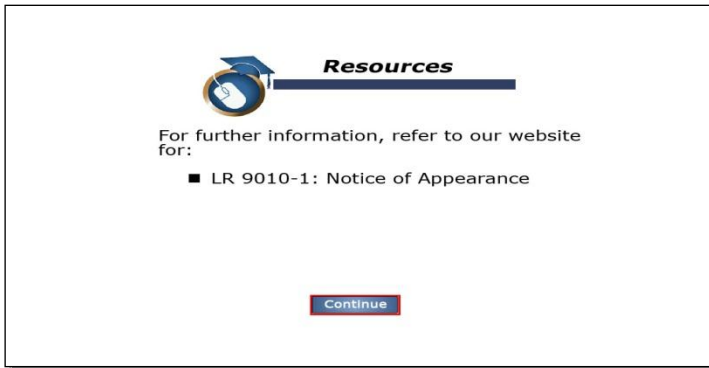
Slide 26

Notes: The Final Docket Text screen will appear. Click Next to commit this transaction.



Slide 27

Notes: The NEF screen will appear. Clicking on any of the links on this page will require a PACER login and published fees will apply.



Slide 28

Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Continue to begin the next lesson.



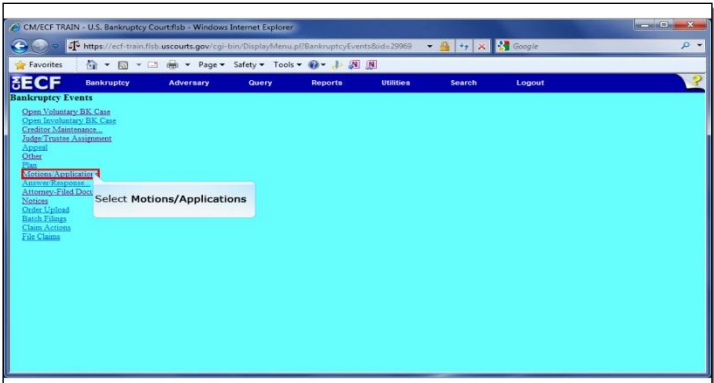
Slide 29

Notes: The next lesson is on filing a Motion to Avoid Lien on Negative Notice. This motion may or may not include supporting exhibits.



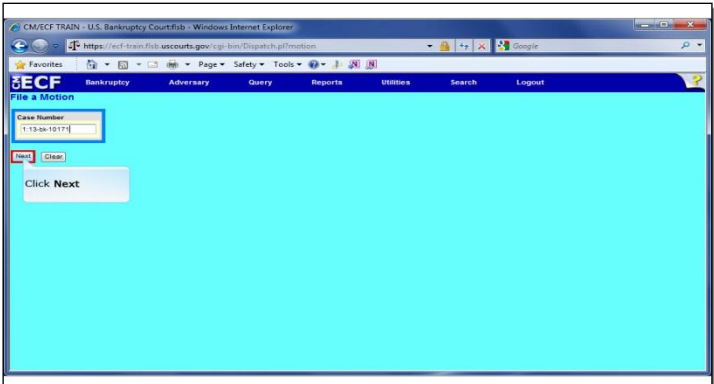
Slide 30

Notes: From the Main Menu bar, click Bankruptcy.



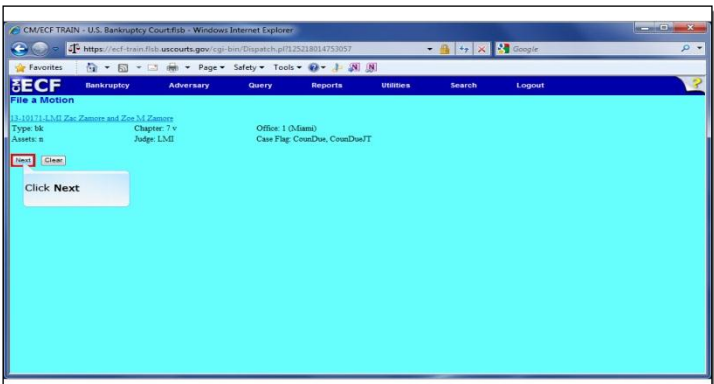
Slide 31

Notes: The Bankruptcy Events list will appear. Select Motions/Applications from the list to continue.



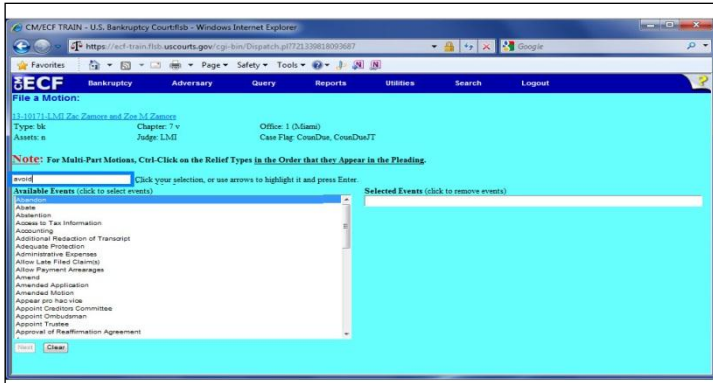
Slide 32

Notes: The Case Number screen will appear. Verify the case number and click Next.



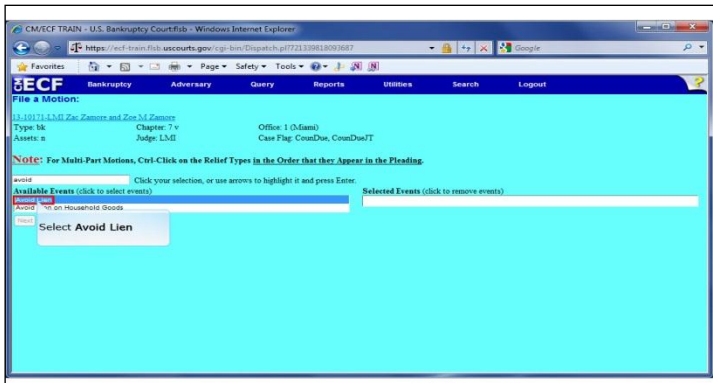
Slide 33

Notes: Verify the case information and click Next.



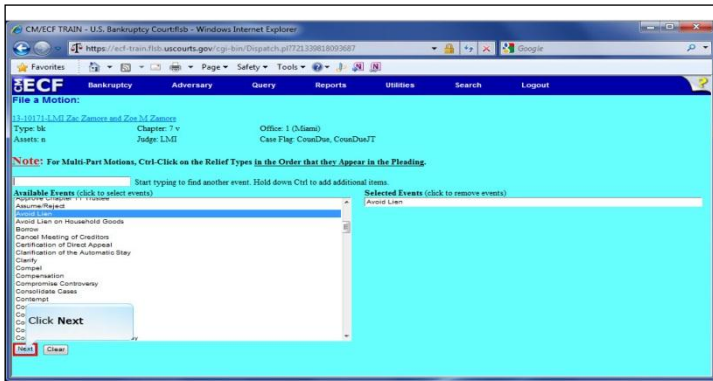
Slide 34

Notes: The Available Events screen will appear. Click in the text box and type “avoid” to narrow your search.



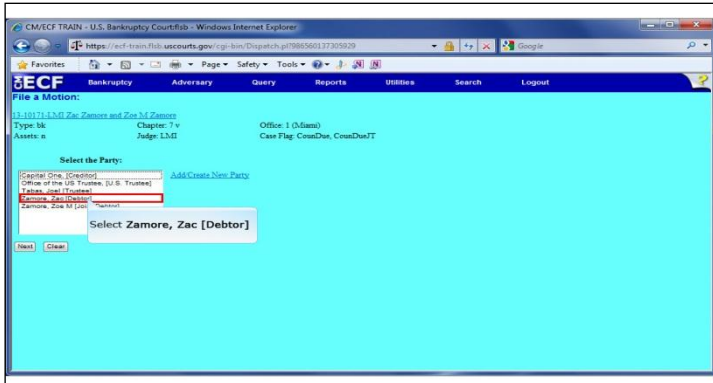
Slide 35

Notes: Two listings display under Available Events. The Avoid Lien event should be used for all Motions to Avoid Lien, except Motions to Avoid Lien on Household Goods. From the Available Events list select “Avoid Lien.”



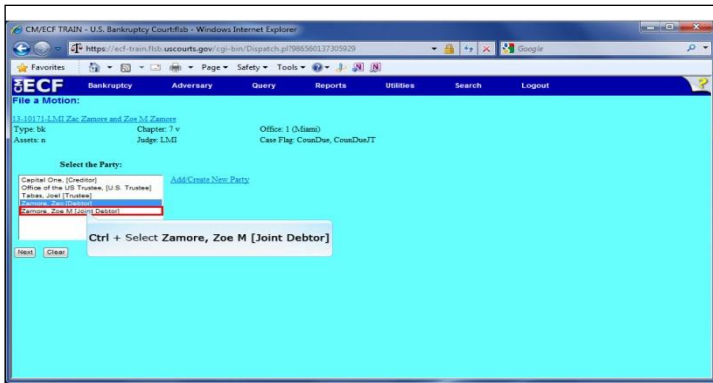
Slide 36

Notes: Confirm your selection appears in the Selected Events field and click Next to continue.



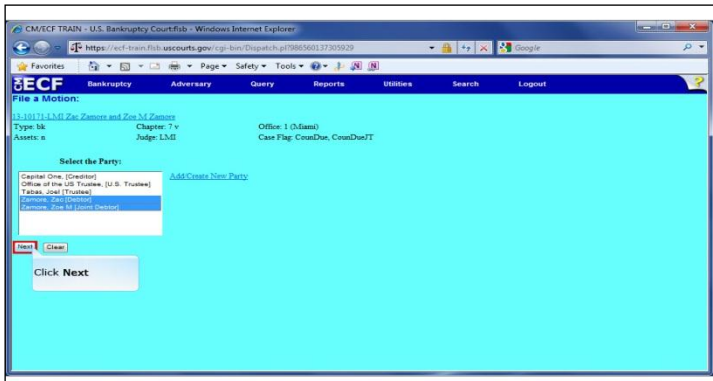
Slide 37

Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.



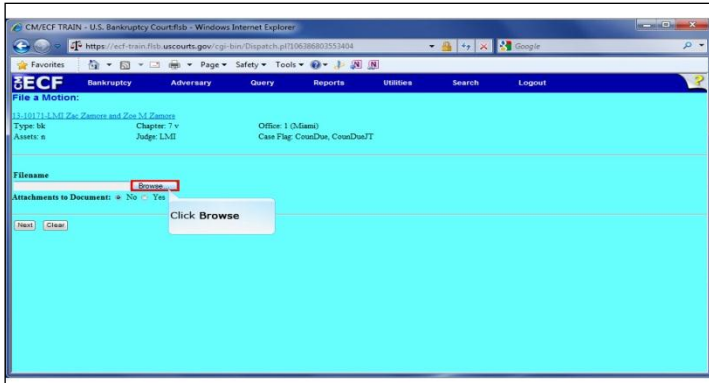
Slide 38

Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



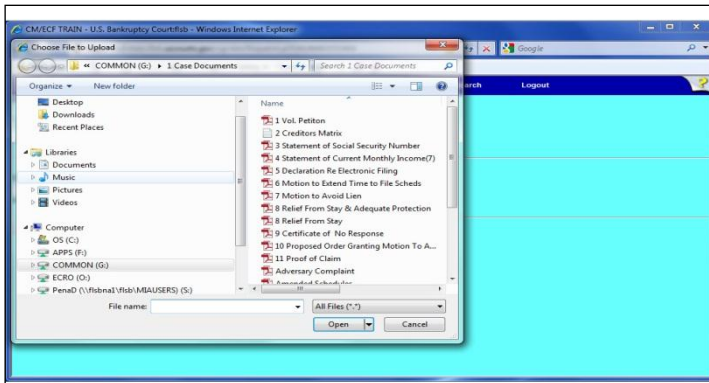
Slide 39

Notes: Once both are highlighted, click Next.



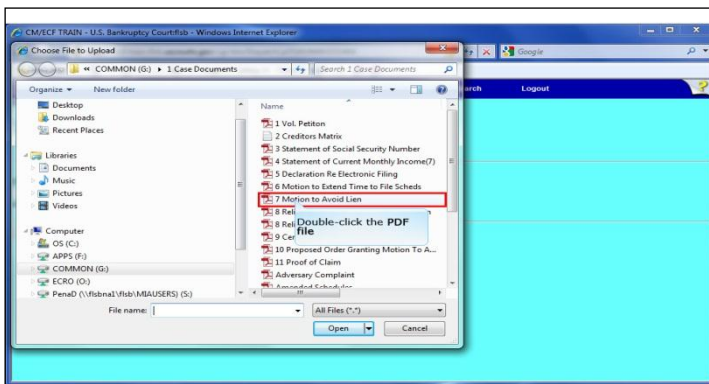
Slide 40

Notes: The PDF Selection screen will appear. Click the Browse button to locate the PDF file.



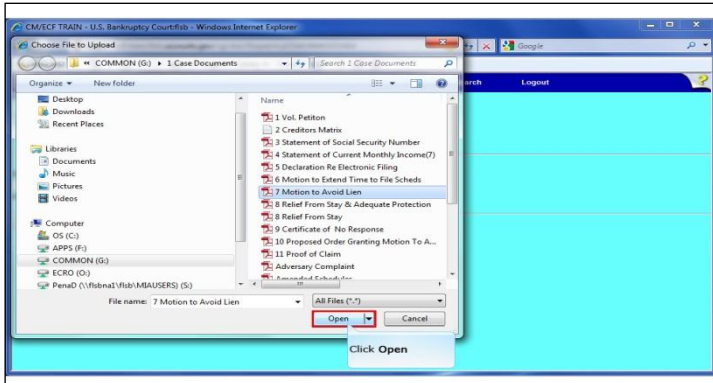
Slide 41

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



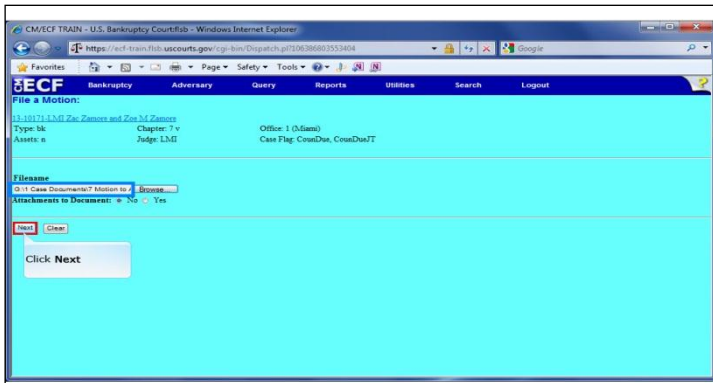
Slide 42

Notes: Before uploading, verify the correct PDF file is selected and that it is complete and legible. For this tutorial, we will not simulate reviewing it. Double-click the PDF file.



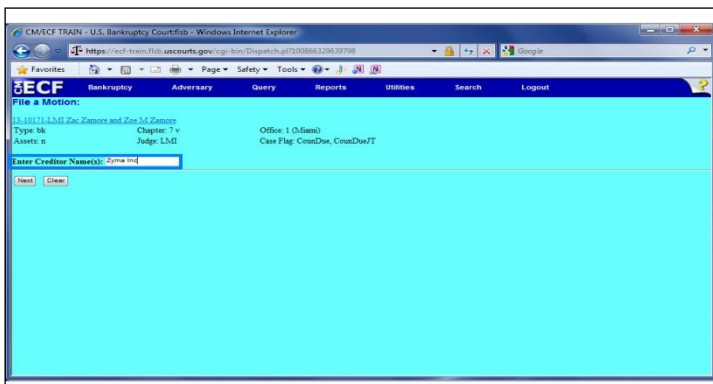
Slide 43

Notes: Click Open to associate the file with the case.



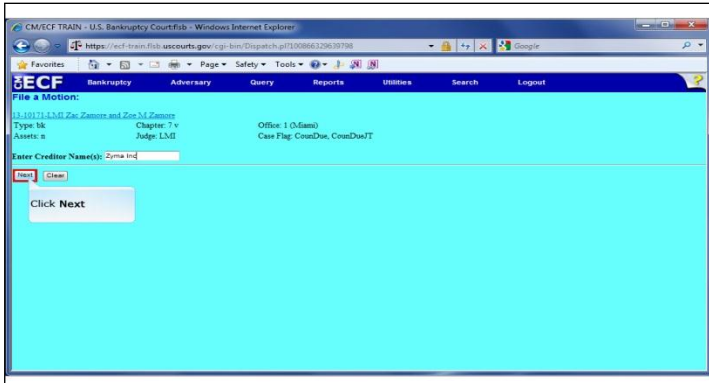
Slide 44

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



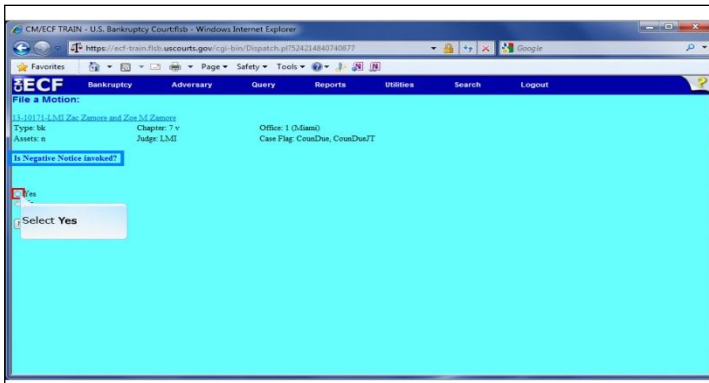
Slide 45

Notes: Click in the Creditor Name(s) field and type the name of the creditor.



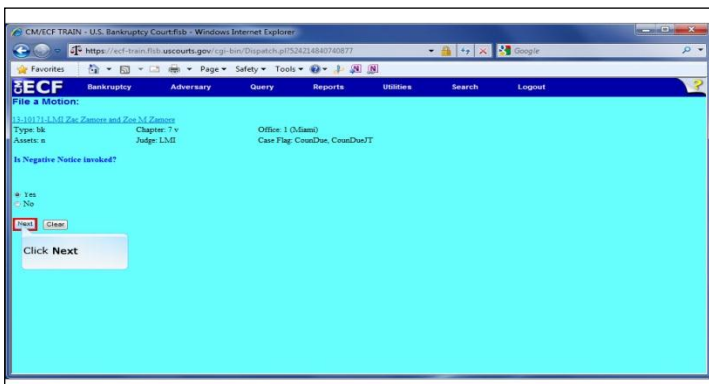
Slide 46

Notes: Click Next to continue.



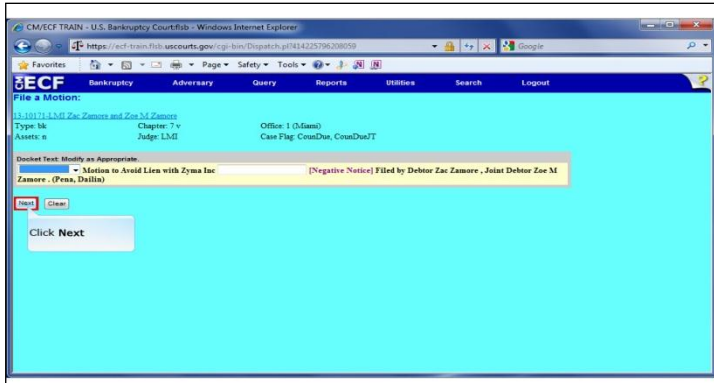
Slide 47

Notes: The Negative Notice screen will appear. Negative Notice is invoked for this motion. Select Yes at the prompt.



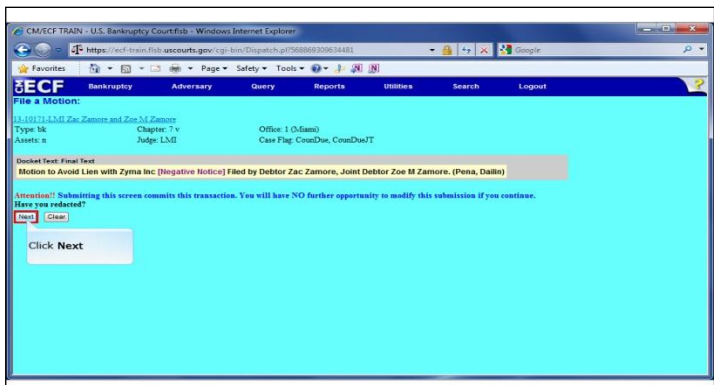
Slide 48

Notes: Click Next to continue.



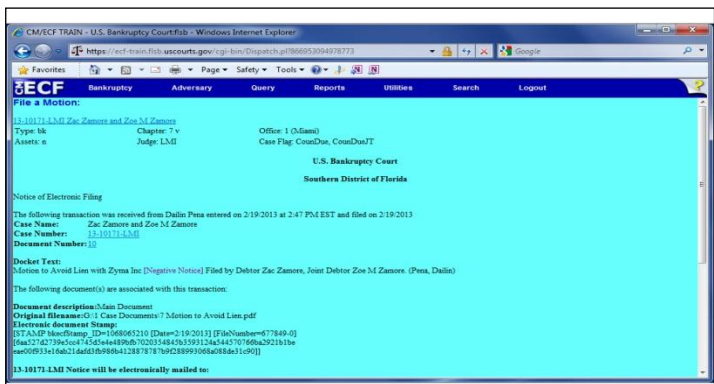
Slide 49

Notes: The Modify Docket Text screen will appear. Verify the information is correct and click Next to continue.




Slide 50

Notes: The Final Docket Text screen will appear. Click Next to commit this transaction.



Slide 51

Notes: The NEF screen will appear. Clicking on any of the links on this page will require a PACER login and published fees will apply.



Resources

For further information, refer to our website for:

- FRBP 4003(d): Avoidance of Debtor of Transfers of Exempt Property
- LR 4003-2: Avoidance of Liens on Exempt Property
- LR 9013-1(D): Motions Considered on Negative Notice
- 11 U.S.C. § 522(f): Exemptions

[Knowledge Check](#)

Slide 52

Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Continue.



Certificate of No Response

Florida Southern Bankruptcy Court

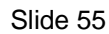
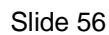
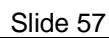
Slide 53

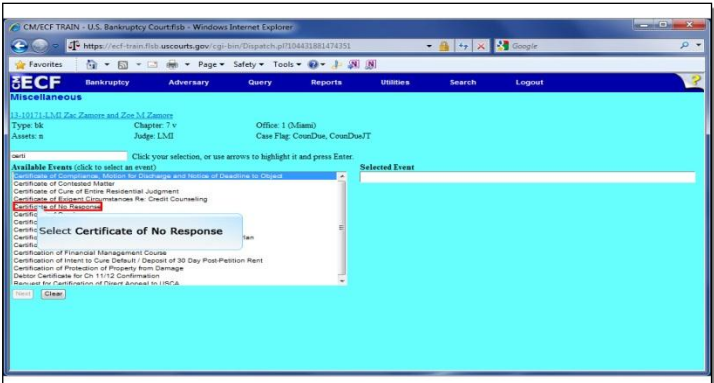
Notes: Next we will be following-up the Motion to Avoid Lien on Negative Notice by filing the Local Form 48 (LF-48) Certificate of No Response or Settlement and Request for Entry of Order since there is no opposition to the motion.



Slide 54

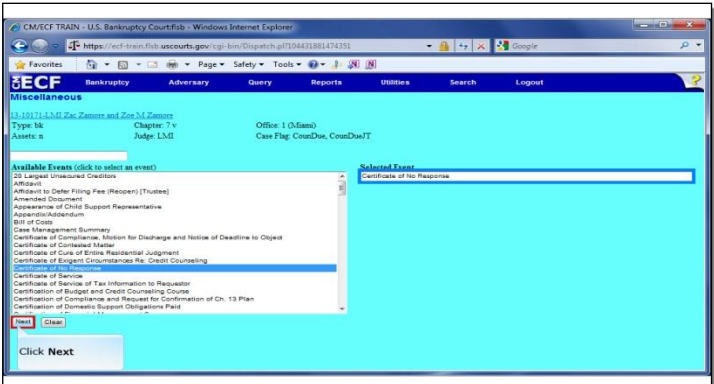
Notes: From the Main Menu bar, click Bankruptcy.

[illegible][illegible][illegible]



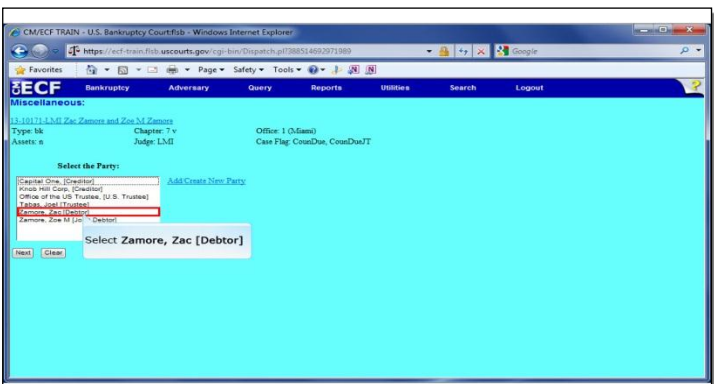
Slide 58

Notes: Select Certificate of No Response from the list.



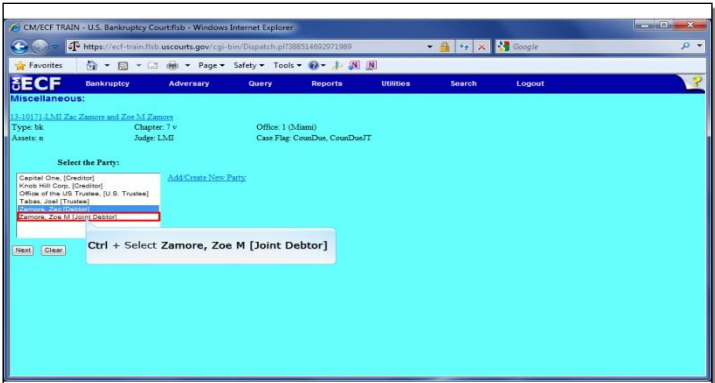
Slide 59

Notes: Confirm your selection appears in the Selected Events field and click Next to continue.



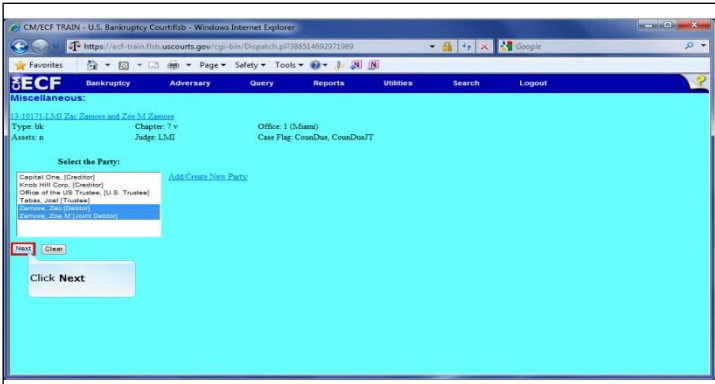
Slide 60

Notes: The Select the Party screen will appear. Select the party for whom the document is being filed. In this case, the debtor and joint debtor. Select the Debtor.



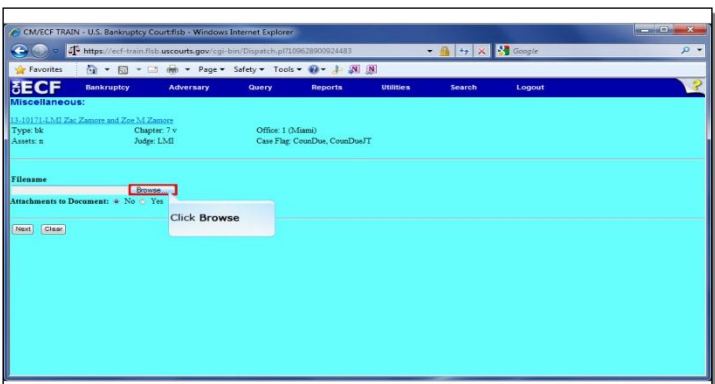
Slide 61

Notes: Then, while holding down the CTRL key on your keyboard, select the Joint Debtor.



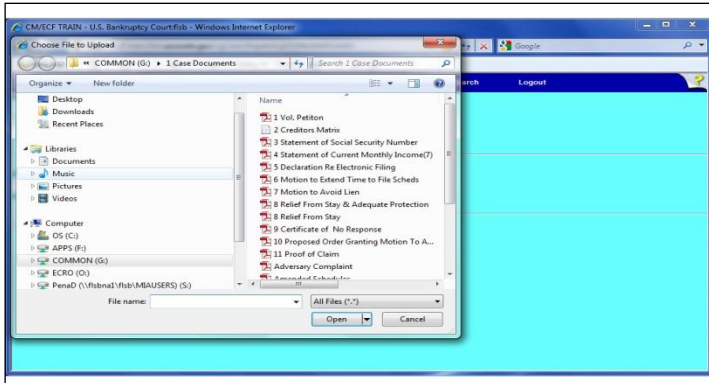
Slide 62

Notes: Once both are highlighted, click Next.



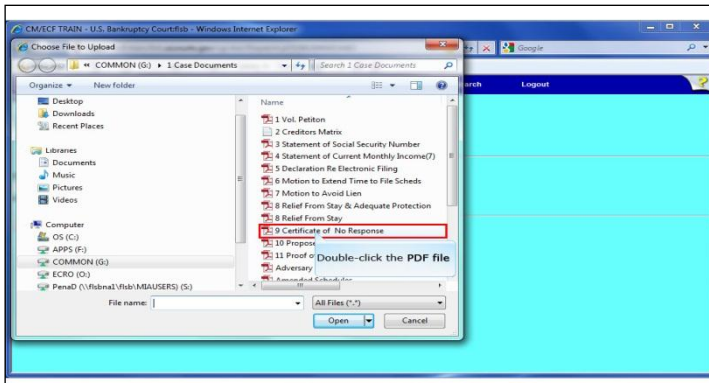
Slide 63

Notes: The PDF Selection screen will appear. Click the Browse button to locate the PDF file.



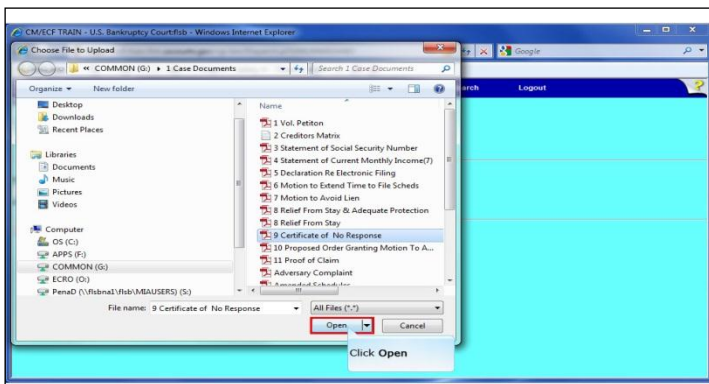
Slide 64

Notes: The Choose File to Upload dialog box will appear. Navigate to the directory where the saved file is located.



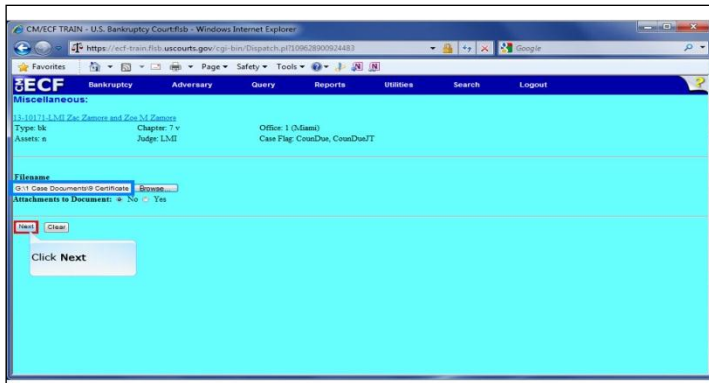
Slide 65

Notes: Before uploading, verify the correct PDF file is selected and references the docket entry number of the motion. Double-click the PDF file.



Slide 66

Notes: Click Open to associate the file with the case.



Slide 67

Notes: The PDF Selection screen will appear again with the file path populated. Click Next to continue.



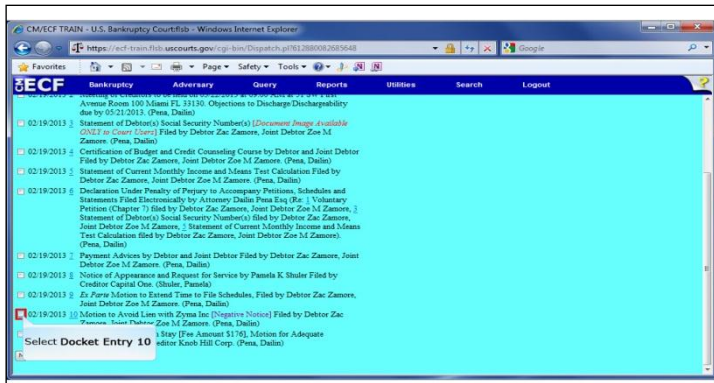
Slide 68

Notes: The Association screen displays.



Slide 69

Notes: Click the Scroll down arrow.



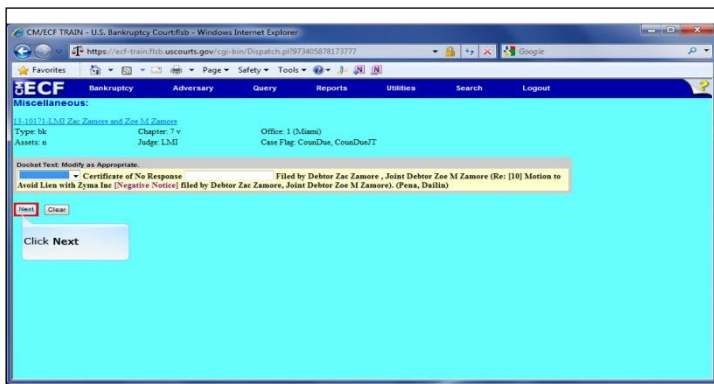
Slide 70

Notes: Select the check box for the related motion, docket entry 10.



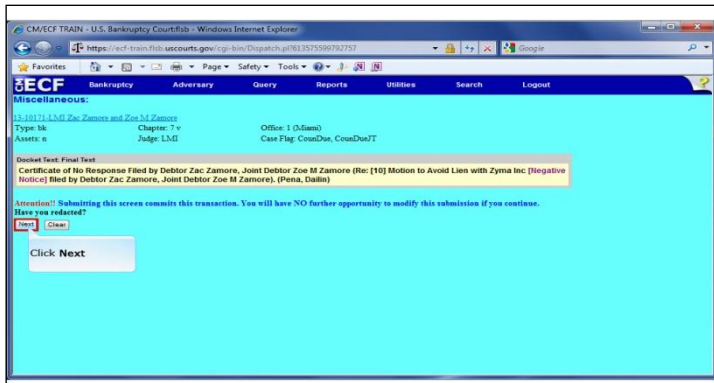
Slide 71

Notes: Click Next to continue.



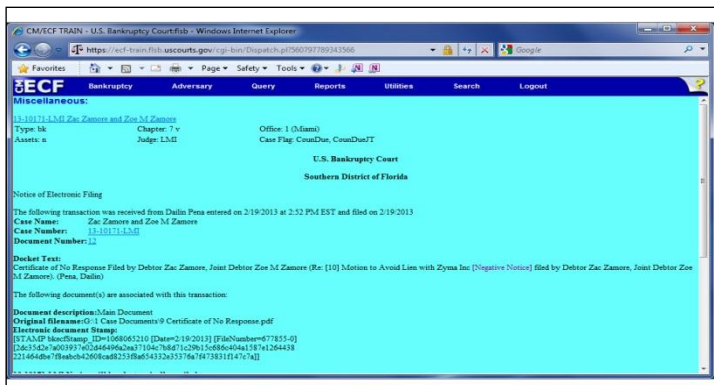
Slide 72

Notes: The Modify Docket Text screen will appear. Verify the information is correct and click Next to continue.



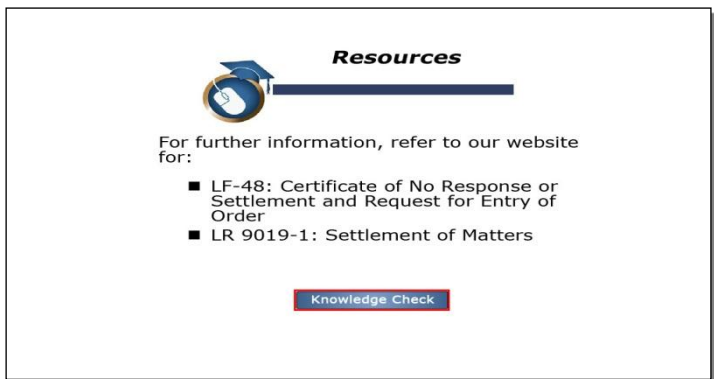
Slide 73

Notes: The Final Docket Text screen will appear. Click Next to commit this transaction.



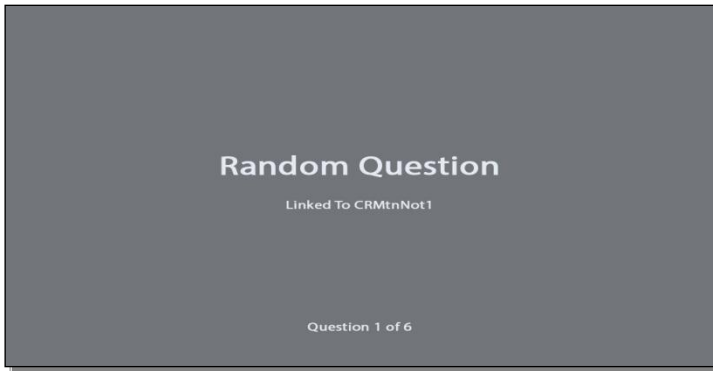
Slide 74

Notes: The NEF screen will appear. Clicking on any of the links on this page will require a PACER login and published fees will apply.



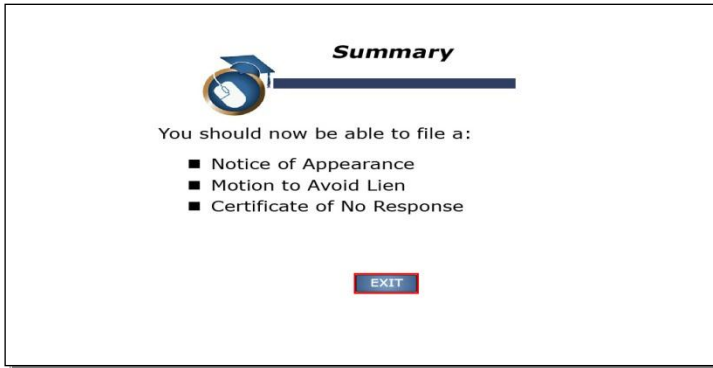
Slide 75

Notes: For further information, take a moment to review the listed resources available on our website. When you are ready, click Knowledge Check to continue.



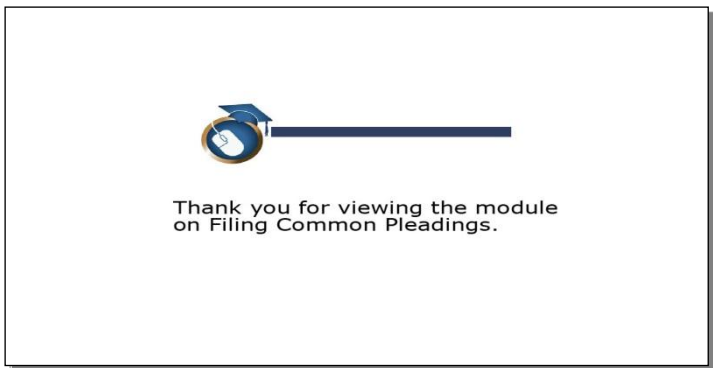
Slide 76 - 82

Notes: Knowledge Check



Slide 83


Notes: Now that you have reviewed this learning module, you will be able to file a Notice of Appearance, a Motion to Avoid Lien, and a Certificate of No Response. Click EXIT when you are finished.



Slide 84


Notes:

Question 1

 Knowledge Check	Question 1 of 6
<p>When the Notice of Appearance is being filed in the case, enter c/o attorney name and firm address.</p> <p><input type="radio"/> A) True</p> <p><input type="radio"/> B) False</p>	


Notes:

Question 2


 Knowledge Check	Question 2 of 6
<p>If the attorney/party association is unchecked, the attorney will still receive electronic notification for the case.</p> <p><input type="radio"/> A) True</p> <p><input type="radio"/> B) False</p>	

Notes:

Question 3

 Knowledge Check	Question 3 of 6
<p>When filing a Motion to Avoid Lien, from the list of Available Events select:</p> <p><input type="radio"/> A) Avoid Lien</p> <p><input type="radio"/> B) Avoid Lien on Household Goods</p> <p><input type="radio"/> C) Miscellaneous</p> <p><input type="radio"/> D) either A or B is OK, depending upon the motion's content</p>	

Notes:

 Knowledge Check

Question 4 of 6


A Notice of Appearance and Request for Notice filed in the main case is not an appearance in the associated adversary cases and vice versa. It must be filed for each case to receive electronic notification.

☐ A) True

☐ B) False

Question 4

Notes:

 Knowledge Check

Question 5 of 6

When adding a party for a pleading, the Role type should be _____ unless otherwise prompted at the screen.

☐ A) left at the default setting


☐ B) selected to reflect the filer type

☐ C) selected to reflect the party type

☐ D) selected to other professional

Question 5

Notes:

 Knowledge Check

Question 6 of 6

Use Local Form Certificate of No Response and Request for Entry of Order when there is an objection to the motion.

☐ A) True

☐ B) False

Question 6

Notes: